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ABSTRACT

The document describes 20 workshops designed and offered by the Research and Training Center at the University of Wisconsin--Stout. These off-campus, short-term modular training programs for vocational evaluators, adjustment specialists, and floor supervisory personnel are intended to be completed on a step-by-step basis. The three modular training tracks focus on: (1) introductory programs (three workshops), (2) vocational evaluation (nine workshops), and (3) adjustment services (eight workshops). The workshops are approximately two and one-half days in length. The body of the document (25 pages) provides complete descriptions of each workshop indicating prerequisite training competencies and schedule of activities. The workshops cover the following topics: the role of the floor supervisor in rehabilitation programs, introduction to vocational evaluation, introduction to adjustment services, the use of the dictionary of occupational titles and job analysis, development and use of occupational information, behavior identification and analysis in rehabilitation facility services, commercial vocational evaluation systems, goal planning and monitoring in adjustment services, interpersonal skills in rehabilitation services, vocational evaluation planning, use of behavior principles in adjustment services, work sample document, and report writing in rehabilitation facility services. (BP)

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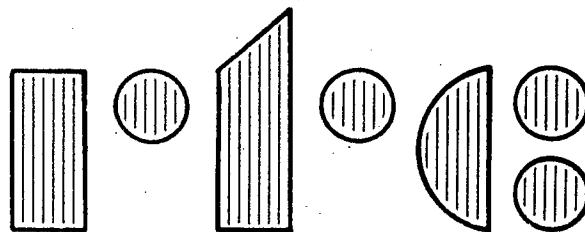
**IN
VOCATIONAL EVALUATION
and
ADJUSTMENT SERVICES**

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Preface

Rapid changes in the development and delivery of rehabilitation services has brought the importance of practitioner skill updating and basic competency development into sharp focus. Today's emphasis on the delivery of comprehensive services to severely disabled populations has created an additional need for skilled professionals serving these populations, particularly vocational evaluators and adjustment specialists. In order to help meet society's demand for effective workers in these occupations, the Research and Training Center, University of Wisconsin-Stout has developed modular training in the areas of Vocational Evaluation and Adjustment Services. Modular training is an innovative approach that allows sponsoring agencies considerable flexibility in meeting the training needs of their staff, while retaining client and referral agency responsibilities.

Modular training programs in Vocational Evaluation and Adjustment Services are supported in part by grant No. 16-P-56821/5 Social and Rehabilitation Services, U.S. Department of Health, Education, and Welfare, Washington, D.C.

May, 1975

Thomas Korn, Director of Training
Mike Lesnik, Training Specialist
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General Information

Based upon its experience in conducting short-term training programs and recognizing the need for skilled vocational evaluators, adjustment specialists, and floor supervisory personnel faced by correctional, education, and rehabilitation agencies, the Research and Training Center, University of Wisconsin-Stout, is initiating off-campus modular training programs in these areas. These newly developed programs are offered in addition to regularly scheduled on-campus Vocational Evaluation and Adjustment Services training and duplicate the skill and informational content of the on-campus programs. Modular training programs offer sponsoring agencies flexibility in scheduling workshops and allows more individuals to be trained, while at the same time reducing per participant training cost. Individuals completing a modular training track in either Vocational Evaluation or Adjustment Services will have job skills comparable to those obtained through the completion of on-campus training programs.

Modular training tracks are intended to be completed on a step-by-step basis. Workshops other than *The Role and Function of the Floor Supervisor in Rehabilitation Programming*, *Introduction to Vocational Evaluation*, or *Introduction to Adjustment Services* all have prerequisite skill and information requirements. Complete descriptions of each training program indicating prerequisite trainee competencies are given in the following pages. Modular workshops average $2\frac{1}{2}$ days in length.

The modular training tracks:

Introductory Modular Training Programs

1. *The Role and Function of the Floor Supervisor in Rehabilitation Programming* - $4\frac{1}{2}$ days
2. *Introduction to Vocational Evaluation* - $2\frac{1}{2}$ days
3. *Introduction to Adjustment Services* - $2\frac{1}{2}$ days

Modular Training Track in Vocational Evaluation

1. *Introduction to Vocational Evaluation* - 2½ days
2. *Occupational Information in Rehabilitation Services I: The Dictionary of Occupational Titles and Job Analysis* - 2½ days
3. *Occupational Information in Rehabilitation Services II: Development and Use of Occupational Information* - 2½ days
4. *Behavior Identification and Analysis Methods in Rehabilitation Facility Services* - 2½ days
5. *Commercial Vocational Evaluation Systems* - 3½ days
6. *Interpersonal Skills in Rehabilitation Facilities Services* - 2½ days
7. *Vocational Evaluation Planning* - 2½ days
8. *Work Sample Development* - 2½ days
9. *Report Writing in Rehabilitation Facilities Services* - 2½ days

Modular Training Track in Adjustment Services

1. *Introduction to Adjustment Services* - 2½ days
2. *Occupational Information in Rehabilitation Services I: The Dictionary of Occupational Titles and Job Analysis* - 2½ days
3. *Occupational Information in Rehabilitation Services II: Development and Use of Occupational Information* - 2½ days
4. *Behavior Identification and Analysis Methods in Rehabilitation Facility Services* - 2½ days
5. *Goal Planning and Monitoring in Adjustment Services* - 2½ days
6. *Interpersonal Skills in Rehabilitation Facilities Services* - 2½ days
7. *Use of Behavior Principles in Adjustment Services* - 2½ days
8. *Report Writing in Rehabilitation Facilities Services* - 2½ days

Training conducted by the Research and Training Center has as its objective the development of specific professional competency on the part of each trainee. This objective is met by providing persons with skill development opportunities, as well as the learning of information. Participant competency development is facilitated through the use of a number of instructional modes including audiovisual techniques, small group activities, hands-on experience in the use of hardware, and lectures. Furthermore, all training programs are evaluated in order to determine training effectiveness so as to continually upgrade instructional methods.

The cost for all modular training is \$20 per participant per training day. The minimum number of participants per workshop is 25. Each participant is provided with a program manual which is his to keep.

Sponsoring agencies are also asked to provide a meeting room and standard instructional equipment, including an overhead and 16 m/m projectors, a projection screen, and blackboard.

Agencies wishing to sponsor modular training programs should contact:

Training Director
Research and Training Center
Department of Rehabilitation and Manpower Services
University of Wisconsin-Stout
Menomonie, Wisconsin 54751

or call 1-715-232-1370.

THE ROLE OF THE FLOOR SUPERVISOR
IN REHABILITATION PROGRAMMING

This four- and one-half-day introductory training program is intended for those persons who fulfill the role of 'floor or line' supervisor in rehabilitation programs. There are no skill or information prerequisites for participation in this training session.

The principle outcomes of the workshop are participant ability to describe the role and function of the floor supervisor in the rehabilitation process, the relationship of the client to state agency services and personnel, the outcomes of vocational evaluation and adjustment services, and the role of the floor supervisor in promoting client occupational awareness in goal related vocational activities. Specialized skill training is given in the following areas: observing and recording client vocational behavior/performance and the modification of client behavior using verbal regulators and social modeling.

Topics presented include: *The Role of the Floor Supervisor in Rehabilitation Programming, Introduction to Vocational Evaluation, Critical Vocational Behavior, Introduction to Adjustment Services, Observing and Recording of Vocational Performance and Behavior, Introduction to Situational Analysis, Behavior Identification and Analysis Methods, Introduction to Situational Assessment, Overview of the State VR Agency, Categorizing Client Problems, Use of Behavior Objectives and Goal Planning, Introduction to Behavior Principles, Introduction to Occupational Information, Use of Behavior Principles, Interpersonal Skills in a Helping Relationship, Introduction to MTM/MODAPS, Rehabilitation and Production in Rehabilitation Services.*

The Role of the Floor Supervisor in Rehabilitation Programming

First Day

9:00	-	AM	Introduction/Pre-Evaluation
			Gaming Activity
		12:00	The Role and Function of the Floor Supervisor
		1:00	Lunch
1:00	-		Introduction to Vocational Evaluation
			Critical Vocational Behaviors
		4:30 PM	Introduction to Adjustment Services

Second Day

9:00	-	AM	Observing and Recording Work Performance/Behavior
			Skill Development Exercises: Observing and Recording Work Performance/Behavior
		12:00	Introduction to Situational Analysis
		1:00	Lunch
	-		Behavior Identification and Analysis Methods
			Skill Development Exercises: Behavior Identification and Analysis Methods
		4:30 PM	Introduction to Situational Assessment Overview: The State/Federal VR Agency

Third Day

9:00	-	AM	Categorizing Client Problems
			Behavior Objectives/Goal Planning
1:00	-		Lunch
			Skill Development Exercises: Behavior Objectives/Goal Planning
		4:30 PM	Introduction to Behavior Principles

Fourth Day

9:00	-	AM	Introduction to Occupational Information
		12:00	Use of Behavior Principles in Rehabilitation Services
1:00	-		Lunch
			Gaming Activity
		4:30 PM	Interpersonal Skills

Fifth Day

9:00	-	AM	An Introduction to MTM/MODAPS
			Rehabilitation and Production in Rehabilitation Services
		12:00	Wrap-Up/Post-Evaluation

*There will be a 15-minute break during each morning and afternoon session.

Introduction to Vocational Evaluation

This two- and one-half day training session is intended as an introductory workshop for those persons who fulfill the role of vocational evaluator in educational, correctional, or rehabilitation programs. There are no skill or informational prerequisites for participation in this training session.

The principle outcomes of this workshop are participant ability to describe the role and function of a vocational evaluator; to describe vocational evaluation functionally; to identify the techniques used in vocational evaluation; to describe the use of occupational information resources as a part of the evaluation process, particularly the Dictionary of Occupational Titles; to describe the need for client feedback of evaluator results, evaluation report content, and the relationship of program evaluation to program effectiveness. Specialized skill training is provided in recording work performance and behavior observation in a descriptive, nonjudgmental manner.

Topics presented include: *Introduction to Vocational Evaluation, Interviewing in the Evaluation Process, Observing and Recording of Work Performance and Behavior, Overview of Commercial Vocational Evaluation Systems, The Dictionary of Occupational Titles and Occupational Information in Vocational Evaluation, Situational Assessment, Evaluation Planning, Behavior Identification and Analysis Methods, the Content-Based Evaluation Report and Goal Attainment Scaling.*

Introduction to Vocational Evaluation

First Day

9:00	-	AM	Introduction/ <u>Pre-Evaluation</u>
			Gaming Activity
		12:00	Introduction to Vocational Evaluation
			Lunch
1:00	-		Film "Assessment"
			Interviewing in the Evaluation Process
		4:45 PM	Observing & Recording Work Performance & Behavior
			Overview of Commercial Vocational Evaluation Systems
7:00 PM			Slide-Tape Presentations on Commercially Available Evaluation Systems

Second Day

9:00	-	AM	Occupational Information in Vocational Evaluation
			<u>Dictionary of Occupational Titles</u> in Vocational
		12:00	Evaluation
			Lunch
1:00	-		Situational Assessment
			Evaluation Planning
		4:30 PM	Behavior Identification & Analysis Methods

Third Day

9:00	-	AM	Case Studies
			Content-Based Evaluation Report
			Writing Recommendations
		12:00	Goal Attainment Scaling
			Wrap-Up/Post-Evaluation

*There will be a 15-minute break during each morning and afternoon session.

Introduction to Adjustment Services

This introductory two- and one-half-day training session is intended for those persons who fulfill the role of Adjustment Specialist in educational, correctional, or rehabilitation programs. There are no skill or informational prerequisites for participation in this training program.

The principle outcomes of this workshop are participant ability to describe the role and function of the adjustment specialist, the relationship of vocational evaluation to adjustment services, the need for individualized planning in adjustment services, and the use of behavioral/performance objectives in individual adjustment planning. Specialized skill training is presented in the areas of observing and recording, behavior identification methods, goal planning/behavior objectives and the use of behavioral principles in client behavior change.

Topics presented include: *Introduction to Adjustment Services, Critical Vocational Behavior, The Use of Occupational Information in Adjustment Services, Categorizing Client Problems, Observing and Recording Work Performance and Work Behavior, Goal Planning/Behavioral Objectives, Behavior Identification and Analysis Methods, Use of Behavior Principles in Client Behavior Change, Introduction to Behavioral Counseling, Goal Attainment Scaling.*

Introduction to Adjustment Services

First Day

9:00	-	AM	Introduction/Pre-Evaluation
			Gaming Activities
	12:00		Introduction to Adjustment Services
			Lunch
1:00	-		Introduction to Adjustment Services
			Critical Vocational Behavior
	4:30 PM		Occupational Information in Adjustment Services
			Categorizing Client Problems

Second Day

9:00	-	AM	Observing and Recording Work Performance and Behavior
			Goal Planning/Behavior Objectives
	12:00		Lunch
1:00	-		Goal Planning Activities
			Behavior Identification and Analysis Methods
	4:30 PM		Behavior Principles

Third Day

9:00	-	AM	Behavior Principles
			Behavior Counseling
	12:00		Goal Attainment Scaling
			Wrap-Up/Post-Evaluation

*There will be a 15-minute break during each morning and afternoon session.

Occupational Information in Rehabilitation Services: I

Dictionary of Occupational Titles and Job Analysis

This two and one half day training session is intended for those persons who fulfill the role of Vocational Evaluator or Adjustment Specialist in educational, correctional, or rehabilitation programs. The skill and informational prerequisites required for participation in this training program are developed through participation in either the *Introduction to Vocational Evaluation*, *Introduction to Adjustment Services*, or *The Role of the Floor Supervisor in Rehabilitation Programming*.

The principle outcomes of this workshop are demonstrated trainee skill in the use of the Dictionary of Occupational Titles as a job information resource and the use of job analysis to develop job information. Specialized emphasis will be placed on trainee skill development in the recovery of job information from the Dictionary of Occupational Titles, use of the Dictionary of Occupational Titles in vocational counseling and interviewing, the development of job analysis skills, and use of the Dictionary of Occupational Titles and Job Analysis in appraising vocational assessment devices.

Topics presented include: *Occupational Information in Vocational Evaluation*, *Introduction to Job Analysis*, *Job Analysis: Skill Training*, *Overview of the Dictionary of Occupational Titles*, *Volume I: Skill Training*, *The Data-People-Things: Skill Training*, *Overview of The Dictionary of Occupational Titles*, *Volume II*, *Occupational Classification*, *Occupational Classification: Skill Training*, *Career Ladder*, *Career Ladders: Skill Training*, *Overview of Worker Trait Groups*, *Worker Trait Groups: Skill Training*, *Use of Supplement 1*, *Use of Supplement 2*, *Job Transfer Problems*, *Job Information in the Selection of Vocational Assessment Procedures*.

Occupational Information in Rehabilitation Services: I

Dictionary of Occupational Titles and Job Analysis

First Day

9:00	-	AM	Introduction/Pre-Evaluation Occupational Information in Vocational Evaluation and Adjustment Services
		12:00	Introduction to Job Analysis Lunch
1:00	-		Skill Development Exercises: Job Analysis Overview of the Dictionary of Occupational Titles, Volume I
		4:30 PM	Skill Development Exercises: Job Definitions

Second Day

9:00	-	AM	The Data-People-Things Concept Skill Development Exercises: Use of Data-People- Things Concept
		12:00	Overview of the Dictionary of Occupational Titles, Volume II Lunch
1:00	-		Occupational Classification/Career Ladders Skill Development Exercises: Use of Occupational Classification Worker-Trait Groups
		4:30 PM	Practicum Exercises: Job Analysis

Third Day

9:00	-	AM	Use of Supplement I/Supplement 2 Skill Development Exercises: Job Transfer Prob- lems
			Use of Job Information in the Selection of Voca- tional Assessment Procedures
12:00			Wrap-Up/Post-Evaluation

*There will be a 15-minute break during each morning and afternoon session.

Occupational Information in Rehabilitation Services: II

Development and Use of Occupational Information

This two- and one-half day training session is intended for those persons who fulfill the role of Vocational Evaluator or Adjustment Specialist in educational, correctional, or rehabilitation programs. The skill and informational prerequisites required for participation in this training program are developed through participation in *Occupational Information in Rehabilitation Services I*, and *Introduction to Vocational Evaluation*, or *Introduction to Adjustment Services*, or *The Role of the Floor Supervisor in Rehabilitation Programming*.

The principle outcomes of this workshop are demonstrated trainee skill in developing occupational information materials for direct use with clients in evaluation or adjustment services, and in evaluating the usefulness of occupational information materials for use with specific client populations. Trainees will be able to describe the role of occupational information in fostering occupational awareness among Evaluation and Adjustment Services clients, the differential effectiveness of the principle methods of transmitting occupational information, and the use of real or simulated work as occupational information resources.

Topics presented include: *Occupational Information an Overview*, *Printed Occupational Information Materials*, *The Occupational Outlook Handbook*, *Audiovisual Occupational Information Materials*, *Media and Occupational Information*, *Guidelines for Development of Occupational Information Materials*, *Development of Occupational Materials for Client Use*, *Evaluation of Commercial Occupational Information Materials*, *Use of Real and Simulated Work as Occupational Information Resources*.

Occupational Information in Rehabilitation Services: II.

Development and Use of Occupational Information

FIRST DAY

9:00 -	AM	Introduction/Pre-Evaluation Occupational Information An Overview
12:00		Printed Occupational Information Materials Lunch
1:00 -		The Occupational Outlook Handbook Audiovisual Occupational Information Materials Guideline for the Development of Occupational
	4:30 PM	Information Materials

SECOND DAY

9:00 -	AM	Use of Media in Developing Occupational Information Materials
12:00		Use of Real and Simulated Work as Occupational Information Resources Lunch
1:00 -		Skip Development Exercise: Planning, Occupational Information Materials Evaluation of Commercial Occupational Information Materials
	4:30 PM	Practicum Exercises: Developing Occupational Information Materials for Client Use

THIRD DAY

9:00 -	AM	Practicum Exercises: Developing Occupational Information Materials for Client Use Individual Presentations
12:00		Wrap-Up/Post-Evaluation

*There will be a 15-minute break each morning and afternoon session.

Behavior Identification and Analysis Methods
In Rehabilitation Facility Services

This two- and one-half day training session is intended for those persons who fulfill the role of vocational evaluator or adjustment specialist in educational, correctional, or rehabilitation programs. The skill and informational prerequisites required for participation in this training program are developed through participation in *Occupational Information in Rehabilitation Services: I* and either *Introduction to Vocational Evaluation* or *Introduction to Adjustment Services*.

The principle outcome of this workshop is demonstrated trainee skill in the use of behavior identification and analysis methods, including rating scales, observation methods, and behavior/performance analysis techniques.

Topics presented include: *Review of Observing and Recording Behavior*, *Observing and Recording Practicum*, *Behavior Observation Techniques and Activities*, *Behavior Rating Formats*, *Use of Performance Curves*, *Procedures in Behavior Analysis*, *Situational Analysis*.

Behavior Identification and Analysis Methods

First Day

9:00	-	AM	Staff Introduction/Pre-Evaluation
			Review of Observing and Recording Behavior
		12:00	Review of Observing and Recording Behavior and Activities
			Lunch
1:00	-		Observing and Recording Activities
			Use of Performance Curves
		4:30 PM	Behavior Analysis

Second Day

9:00	-	AM	Behavior Observation Techniques
		12:00	Behavior Observation Techniques and Activities
			Lunch
1:00	-		Behavior Rating Formats
		4:30 PM	Behavior Rating Formats and Activities

Third Day

9:00	-	AM	Situational Analysis
			Open Discussion
		12:00	Wrap-Up and Post/Evaluation

*There will be a 15-minute break during each morning and afternoon session.

Commercial Vocational Evaluation Systems

This three- and one-half day training session is intended for those persons who fulfill the role of vocational evaluator in educational, correctional, or rehabilitation programs. The skill and informational prerequisites required for participation in this training program are developed through participation in the *Introduction to Vocational Evaluation* and *Occupational Information in Rehabilitation Services: I.*

The principle outcome of this workshop is demonstrated trainee skill in the use of commercial vocational evaluation systems as it relates to potential uses, assets, limitations, and overall knowledge of each system.

Topics presented include: *The Role of the Work Sample in Vocational Evaluation; Discussion and Assessment of Commercial Evaluation Systems; Singer/Graflex, Talent Assessment Programs, Wide Range Employment Sample Test, JEVS, TOWER, Valpar, and McCarron-Dial Evaluation Systems; EEOC Guidelines; Norms and Scoring; Developing Local Norms; DOT Relationship to Systems; Reliability and Validity; Evaluation and Career Planning; Analyzing Evaluation Results; Extending the Systems; Practicum on Vocational Evaluation System.*

Commercial Vocational Evaluation Systems

First Day

9:00	-	AM	Staff Introduction/Pre-Evaluation
		12:00	The Role of the Work Sample in Vocational Evaluation
			Introduction to Commercial Evaluation Systems
1:00	-		Lunch
		4:30 PM	Singer/Grafex System
			Wide Range Employment Sample Test Battery

Second Day

9:00	-	AM	Tower Evaluation System
		12:00	Talent Assessment Program (Tap System)
			Lunch
1:00	-		Talent Assessment System Continued
		4:30 PM	JEVS Work Sample System

Third Day

9:00	-	12:00	Valpar Work Sample System
		1:00	Lunch
1:00	-		McCarron-Dial Work Sample System
			EEOC Guidelines
		4:30 PM	Developing Local Norms
			DOT Relationship to Systems

Fourth Day

9:00	-	AM	Reliability and Validity
			Analyzing Evaluation Results
			Extending to Systems
		12:00	Wrap-Up/Post-Evaluation

*There will be a 15-minute break during each morning and afternoon session.

Goal Planning and Monitoring in Adjustment Services

This two-day training session is intended for those individuals who fulfill the role of adjustment specialist in educational, correctional, or rehabilitation programs. The skill and information prerequisites required for participation in this training program are developed through participation in *Behavior Identification and Analysis Methods in Rehabilitation Services*, and either *Introduction to Adjustment Services*, or *The Role and Function of the Floor Supervisor in Rehabilitation Programming*.

The principle outcome of this workshop is demonstrated trainee skill in analyzing client performance problems, writing goals in behavioral terms, writing case goal plans; and evaluating treatment program effectiveness using the Goal Attainment Scaling technique. Trainees will also be able to describe the need for behavioral objectives in conducting adjustment services, the need for using a goal planning technique as a client treatment method, and the rationale for evaluating the effectiveness of client treatment programs.

Topics presented include: *Categorizing Client Problems*, *Writing Behavioral Performance Objectives*, *Goal Planning*, *Goal Attainment Scaling*, *Small Group Skill Development Activities*.

Goal Planning and Monitoring in Adjustment Services

First Day

9:00	-	AM	Introduction/Pre-Evaluation
		12:00	Activity
			Goal Planning/Behavioral Objectives
1:00	-		Lunch
			Small Group - Re-writing Vague Phrases
			Categorizing Client Problems
		4:30 PM	Small Group - Categorizing Client Problems
7:00	-	PM	Voluntary - Review Slide Tape Presentations and
			Major Principles of Techniques (Individual
		8:30 PM	Assistance)

Second Day

9:00	-	AM	Small Group Activities and Plan for Case Studies
		12:00	Small Group - Case Plans
			Lunch
1:00	-		Small Group - Case Plans
			Goal Attainment Scaling
		4:00	Small Group - Goal Attainment Scaling Activity
			Wrap-Up/Post-Evaluation

*There will be a 15-minute break during each morning and afternoon session.

Interpersonal Skills in Rehabilitation Services

This two- and one-half day training session is intended for those persons who fulfill the role of vocational evaluator or adjustment specialist in educational, correctional, or rehabilitation programs. The skill and informational prerequisites required for participation in this training program are developed through participation in: *Occupational Information in Rehabilitation Services: II*, and *Behavior Identification and Analysis Methods in Rehabilitation Services*.

The principle outcome of this workshop is trainee ability to describe the 'core' condition for facilitative interaction, to identify an affective mode of client response, to respond to client verbalization at an effective level, to describe the importance of providing client feedback and the use of occupational information in interviewing.

Topics presented include: *Overview of Interpersonal Skills*, *Identifying Client Affective Responses*, *Intake Interviewing*, *Feedback Interviewing*, *Use of Verbal Regulators in Client Interaction*, *Use of Protocol Regulators*, *Use of Occupational Information in Feedback Interviewing*, *Practicum in Interpersonal Skills*.

Interpersonal Skills in Rehabilitation Services

First Day

9:00	-	AM	Introduction/Pre-Evaluation
		12:00	Overview of Interpersonal Skills
			Lunch
1:00	-		Identifying Client Affective Responses
		4:30 PM	Practicum in Identifying Client Affective Responses
			Intake Interviewing

Second Day

9:00	-	AM	Practicum in Intake Interviewing
		12:00	Use of Verbal Regulators in Client Interaction
			Practicum in Use of Verbal Regulators
1:00	-		Lunch
			Use of Protocol Regulators in Client Interaction
			Practicum in Use of Protocol Regulators
			Use of Occupational Information in Feedback
		4:30 PM	Interviewing
			Practicum in Use of Occupational Information

Third Day

9:00	-	AM	Feedback Interviewing
		12:00	Practicum in Feedback Interviewing
			Wrap-Up/Post-Evaluation

*There will be a 15-minute break during each morning and afternoon session.

Vocational Evaluation Planning

This two- and one-half-day training session is intended for those persons who fulfill the role of Vocational Evaluator in educational, correctional, or rehabilitation programs. The skill and informational prerequisites required for participation in this training program are developed through participation in *Occupational Information in Rehabilitation Services: I, Behavior Identification and Analysis Methods*, and *Commercial Vocational Evaluation Systems*.

The principle outcomes of this workshop are demonstrated trainee skill in writing individualized vocational evaluation plans and testable vocational hypotheses. Workshop participants will be able to describe the relationship of individualized vocational evaluation plans to program evaluation, the relationship of information needs to client referral information, the relationship of assessment devices to vocational hypotheses and the use of the data-people-things concept in evaluation planning. Participants will be able to describe to referral sources the need for behaviorally-stated referral questions, the need for evaluator referral source communication, plan modification and client feedback.

Topics presented include: *Individualized Vocational Evaluation Planning, Analysis of Client Referral Information, Developing Information Needs, Occupational Information as Criteria in Vocational Assessment, Evaluation/Referral Source Communication, Developing Vocational Hypotheses, Use of the Data-People-Things Concept, Plan Modification, Feedback Interviewing, Vocational Evaluation Planning in Program Evaluation, Practicum Experience in Vocational Evaluation Planning*.

Vocational Evaluation Planning

First Day

9:00	-	AM	Introduction/Pre-Evaluation
			Individualized Vocational Evaluation Planning
		12:00	Analysis of Client Referral Information
			Lunch
1:00	-		Developing Information Needs
			Skill Development Exercises: Writing Information
			Needs
			Occupational Information As Criteria In Vocational
			Assessment
		4:30 PM	Evaluator/Referral Source Communication

Second Day

9:00	-	AM	Developing Vocational Hypotheses
			Skill Development Exercises: Writing Vocational
			Hypotheses
		12:00	Use of Data-People-Things in Evaluation Planning
			Skill Development Exercises: Use of Data-People-
			Things
			Lunch
1:00	-		Practicum Exercises: Development of Individualized
			Vocational Evaluation Plans
			Plan Modification
		4:30 PM	Feedback Interviewing

Third Day

9:00	-	AM	Practicum Exercises: Development of Individualized
			Vocational Evaluation Plans
			Vocational Evaluational Planning & Program Evalu-
		12:00	ation
			Wrap-Up/Post-Evaluation

*There will be a 15-minute break during each morning and afternoon session.

Use of Behavior Principles in Adjustment Services

This two- and one-half day training session is intended for those persons who fulfill the role of adjustment specialist in educational, correctional, or rehabilitation programs. The skill and informational prerequisites required for participation in this training program are developed through participation in the *Behavior Identification and Analysis, Goal Planning and Monitoring, and Interpersonal Skills in Rehabilitation Services*.

The principle outcome of this workshop is demonstrated trainee skill in the use of behavior principles, behavior counseling, selection and identification of reinforcers, schedules of reinforcement, as well as many counseling techniques which can be used in rehabilitation programs.

Topics presented include: *An Overview of Behavior Counseling, Activities on Behavior Principles, Selection and Identification of Reinforcers, Schedules of Reinforcement, Systematic Desensitization, Social Modeling, Self As A Model, Assertiveness Training, Operant Conditioning, Behavior Contracting, Role Playing Activities*.

Use of Behavior Principles in Adjustment Services

First Day

9:00	-	AM	Staff Introduction/Pre-Evaluation
		12:00	Overview of Behavior Counseling
			Lunch
1:00	-		Selection and Identification of Reinforcers
			Operant Learning
		4:30 PM	Schedules of Reinforcement
			Behavior Contracting

Second Day

9:00	-	AM	Systematic Desensitization
		12:00	Social Modeling and Activities
			Lunch
1:00	-		Self As A Model
		4:30 PM	Assertiveness Training and Activities

Third Day

9:00	-	AM	Cognitive Techniques
			Aversive Techniques/Ethical Implications
		12:00	Open Discussion, Staff Wrap-Up/Post-Evaluation

*There will be a 15-minute break during each morning and afternoon session.

Work Sample Development

This two- and one-half day training session is intended for those persons who fulfill the role of vocational evaluator in educational, correctional, or rehabilitation programs. The skill and informational prerequisites required for participation in this training program are developed through participation in: *Occupational Information in Rehabilitation Services: II, Behavior Identification and Analysis Methods in Rehabilitation Services*, and *Commercial Vocational Evaluation Systems*.

The principle outcome of this workshop is demonstrated trainee skill in analyzing program orientations to determine work sample need and the development of a rough draft of a work sample manual.

Topics presented include: *Introduction to Work Sample Development*, *Determining Need and Content*, *The Dictionary of Occupational Titles in Work Sample Development*, *Overview of Work Sample Format*, *Work Sample Write-Up*, and *Small Group Presentation of Work Samples*.

Work Sample Development

First Day

9:00	-	AM	Introduction, Overview, and Pre-Evaluation Activity
		12:00	Introduction to Work Sample Development
1:00	-		Lunch
		4:30 PM	The DOT in Work Sample Development
			Overview of Work Sample Manual Format
			Small Groups--Write-Up of Introduction to Work Sample Manual

Second Day

9:00	-	AM	Construction, Instruction to Evaluators, and Administration
		12:00	Small Groups--Write-Up of Construction, Instruction to Evaluators, and Adminstration
1:00	-		Lunch
		4:30 PM	Developing Scoring and Norming Procedures
			Film--"Industrial Engineering in Vocational Rehabilitation
			Observation Procedures
			Small Groups--Write-Up Scoring, Norming, and Observational Procedures

Third Day

9:00	-	AM	Determining Reliability and Validity
			Insights--Field Trial and Modification
12:00			Participant Sharing of Work Samples
			Wrap-Up and Post-Evaluation

*There will a 15-minute break during each morning and afternoon session.

Report Writing in Rehabilitation Facility Services

This two- and one-half day training session is intended for those persons who fulfill the role of vocational evaluator or adjustment specialist in educational, correctional, or rehabilitation programs. The skill and informational prerequisites for participation in this training program are developed through participation in *Occupational Information in Rehabilitation Services: I, Behavior Identification and Analysis Methods in Rehabilitation Facility Services, and Vocational Evaluation Planning*.

The principle outcome of this workshop is demonstrated trainee skill in developing report formats and writing reports which meet the needs of referral agencies and contractual requirements.

Topics presented include: *Report Writing--Content and Style; Review of the Dictionary of Occupational Titles; Methods of Evaluation Reporting: Checklists, Checklist Narrative, Narrative; Utilizing Evaluation Plans; Analysis of Evaluation Results; Staffing Preparation; Practicums in Report Writing*.

Report Writing in Evaluation

First Day

9:00	-	AM	Staff Introduction/Pre-Evaluation
		12:00	Report Writing--Content and Style
			Lunch
1:00	-		Review of the DOT
		4:30 PM	Introduction to Report Writing Formats
			Small Groups

Second Day

9:00	-	AM	Utilizing Evaluation Plans
		12:00	Analysis of Evaluation Results
			Lunch
1:00	-	4:30 PM	Report Writing Activities

Third Day

9:00	-	AM	Comparison of Small Group Report Writing Activities
			Staffing Preparation
		12:00	Wrap-Up/Post-Evaluation

*There will be a 15-minute break during each morning and afternoon session.